

LiveMeeting Set-Up

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LAST UPDATED 8/12/10

**LIVEMEETING
NDE IT SUPPORT STAFF**

Introduction

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Internal NDE staff who wish to participate in LiveMeetings as Attendees, Organizers or Presenters, must have the following items downloaded by NDE IT Staff. The request must be submitted in Track-it. Links to the following downloads are located on the Bighorn main page.

The following slides will provide steps on how to install LiveMeeting Client and its components.

Attendee Only	Organizers and Presenters
LiveMeeting Client	LiveMeeting Client
Webcam (optional)	Webcam
	Microsoft Conf Add-in
	Configure Outlook Add-in

LiveMeeting Client Install

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Attendees, Organizers and Presenters

LiveMeeting Client Install

Click the 'Workstation LiveMeeting Client' link, on the main Bighorn page.

The screenshot displays the Bighorn website interface. At the top, there is a header with the Nevada Department of Education logo and the text "Bighorn". Below the header, a navigation bar contains a "Bighorn" link. The main content area features a welcome message: "Welcome to the Bighorn site. The site is for data and communication between all Nevada education bodies. Please provide any feedback to NDE IT staff." To the right of the welcome message is a login form with fields for "User Name:" and "Password:", and a "Log In" button. On the left side, there is a sidebar with a "Lists" section containing links for "Terms & Abbreviations", "Documents", "Getting Started", "Surveys", "User Maintenance", and "Password Recovery". On the right side, there is a section titled "NDE LIVEMEETING APPLICATIONS" which includes links for "Workstation LiveMeeting Client", "MS Outlook 2007 Conferencing Add-in", and "Communicator Web Access Browser Plug-in". Below this is a section titled "NDE LIVEMEETING SETUP HELP" with links for "NDE LiveMeeting Outlook 2007 Add-In Initial Setup" and "How to Install the LiveMeeting Client Application". Further down is a section titled "NDE LIVEMEETING TRAINING" with links for "Comparison of NDE LiveMeeting Options", "Tips for LiveMeeting Presenters", "How to Record NDE LiveMeeting Conferences", "LiveMeeting Quick-Reference", "How to Share Content in a LiveMeeting Conference", "How to Schedule a LiveMeeting Conference through Bighorn", "LiveMeeting Audio Options Matrix", and "HELPFUL MICROSOFT LINKS" with a link for "Microsoft LiveMeeting Training Video". A red arrow points to the "Workstation LiveMeeting Client" link in the "NDE LIVEMEETING APPLICATIONS" section.

Security Warning

Click 'Run' when the File Download window is displayed.



Security Warning

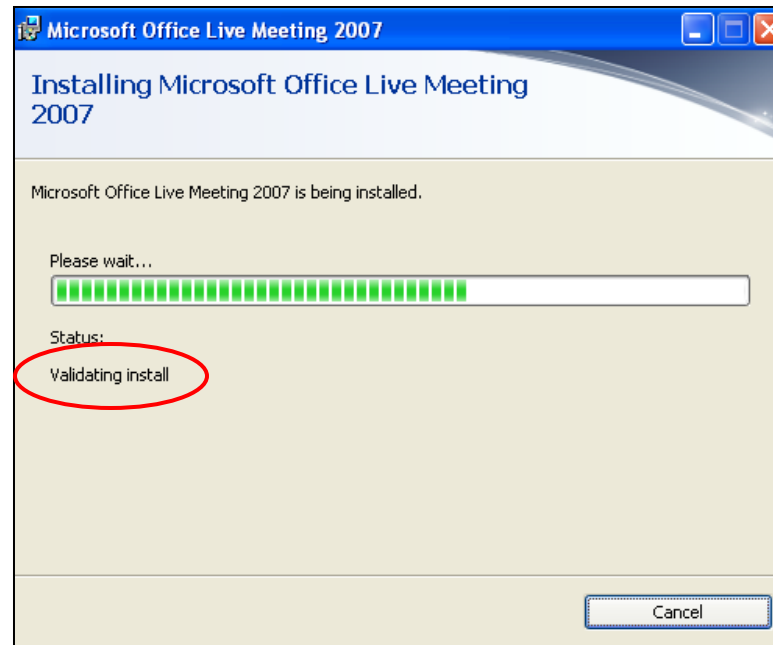
Click the 'Run' to run the software.



Validating Install

The image to the right will be displayed as the install is being validated.

When the verification process is complete, this window will disappear without notification.



Microsoft Conferencing Add-In

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Organizers and Presenters

Install Conference Add-In

Click the 'MS Outlook 2007 Conference Add-in' link on the main Bighorn page.

The screenshot displays the Bighorn website, which is the Nevada Department of Education's portal for data and communication. The page features a blue header with the Nevada Department of Education logo and the word "Bighorn". A search bar is located in the top right corner. On the left side, there is a navigation menu with links to "Lists", "Terms & Abbreviations", "Documents", "Getting Started", "Surveys", "User Maintenance", and "Password Recovery". The main content area contains a welcome message and a login form. A red arrow points to the "MS Outlook 2007 Conferencing Add-in" link under the "NDE LIVEMEETING APPLICATIONS" section.

Sign In | ?

Nevada Department of Education

Bighorn

This Site: Bighorn

Advanced Search

Bighorn

Welcome to the Bighorn site. The site is for data and communication between all Nevada education bodies. Please provide any feedback to NDE IT staff.

Log In

User Name:

Password:

Login

NDE LIVEMEETING APPLICATIONS

Workstation LiveMeeting Client

MS Outlook 2007 Conferencing Add-in

Communicator Web Access Browser Plug-In

NDE LIVEMEETING SETUP HELP

NDE LiveMeeting Outlook 2007 Add-In Initial Setup

How to Install the LiveMeeting Client Application

NDE LIVEMEETING TRAINING

Comparison of NDE LiveMeeting Options

Tips for LiveMeeting Presenters

How to Record NDE LiveMeeting Conferences

LiveMeeting Quick-Reference

How to Share Content in a LiveMeeting Conference

How to Schedule a LiveMeeting Conference through Bighorn

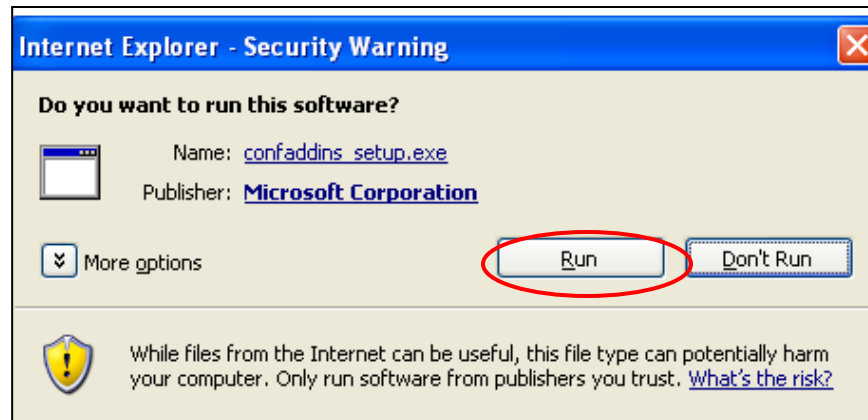
LiveMeeting Audio Options Matrix

HELPFUL MICROSOFT LINKS

Microsoft LiveMeeting Training Video

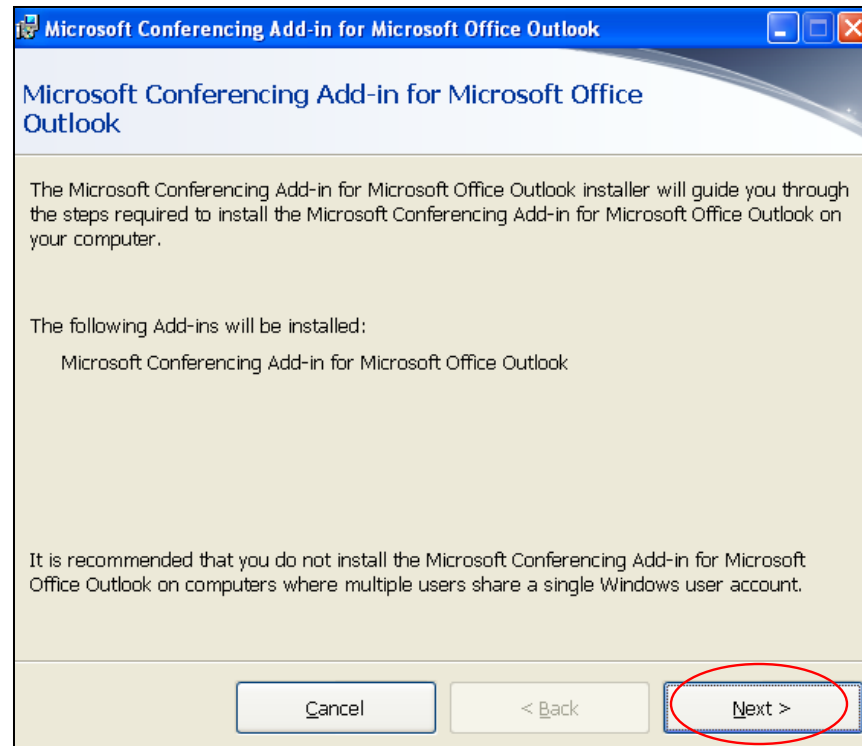
Internet Security Warning

Click the 'Run' button when asked to run this software.



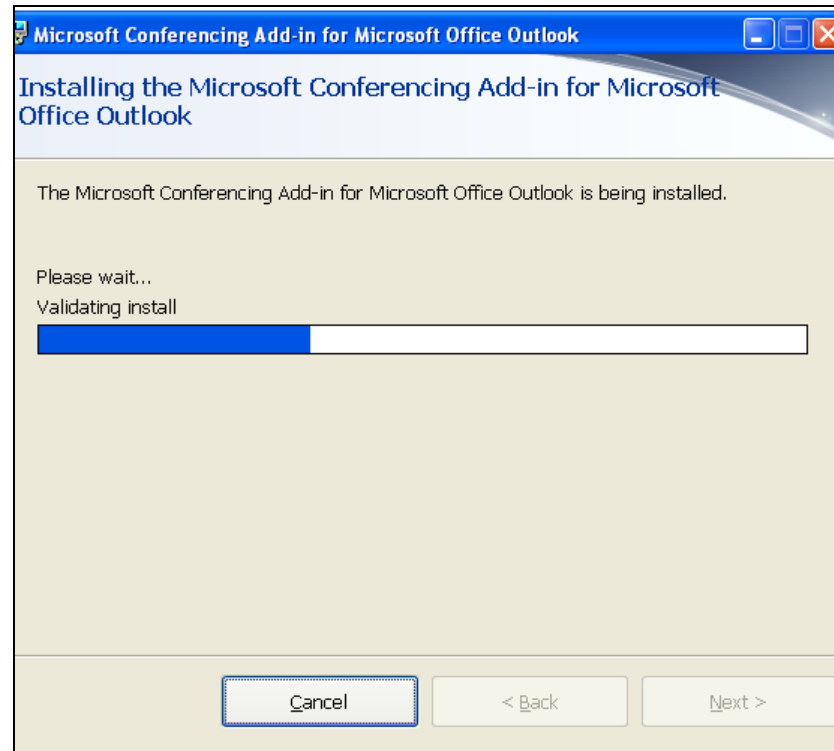
Conferencing Add-in

Click 'Next' when the Conferencing Add-in window is displayed.



Conference Add-in

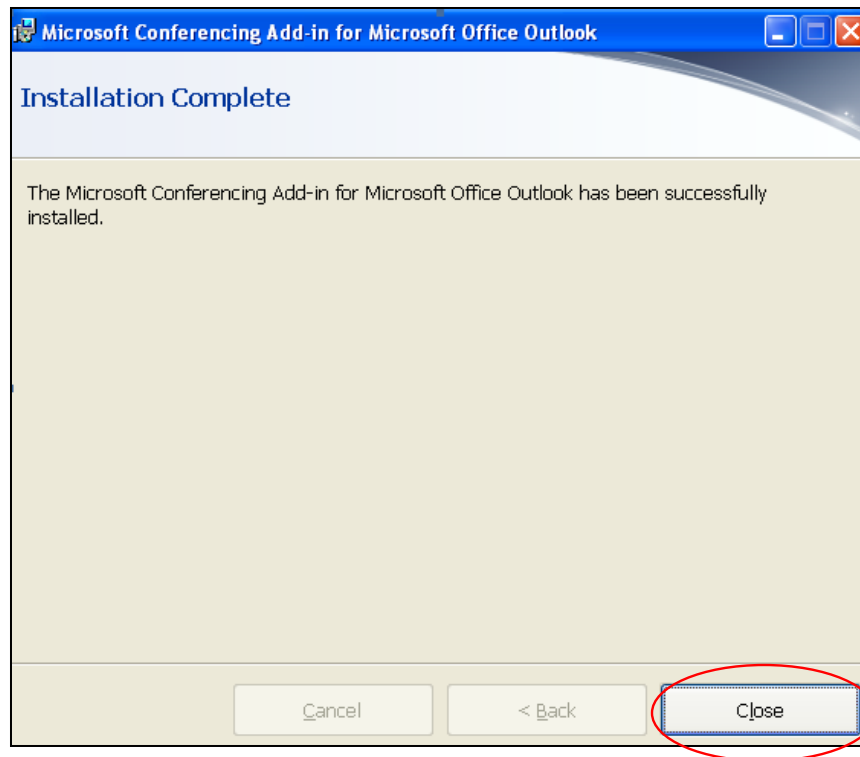
As the Add-in is being installed, the blue progress bar will display the status of the install validation.



Installation Complete

When the Installation Complete window is displayed, click 'Close'.

Add-in Installation has completed.



Configure Outlook Add-In

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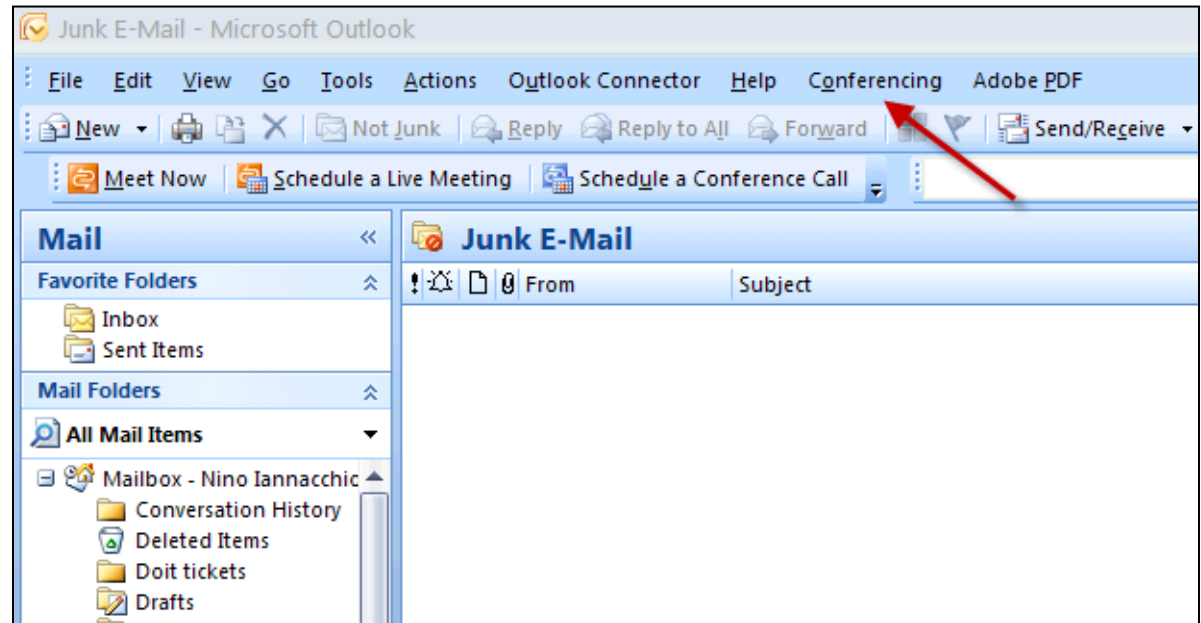
Organizers and Presenters

Outlook

To Schedule meetings, install the Conferencing Add-in for Outlook and then configure it as follows.

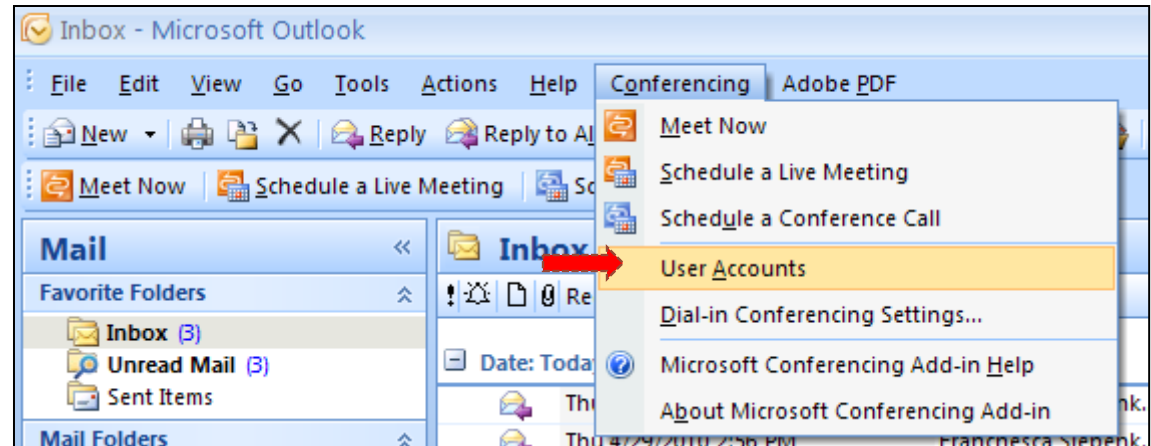
Open 'Microsoft Outlook'

Click 'Conferencing'



User Accounts

Select 'User Accounts' from the drop down list.



User Accounts

Click the 'Advanced' button.

User Accounts

Meet. Share. Work. - No matter where you are.
Enter your account information and start a Live Meeting today.
[Which account do I have?](#)

Office Communications Server

Sign-in name: rstarbuck@doe.nv.gov **Advanced...**

Live Meeting Service

URL:

☐ I enter a user name and password to access my account
Note: If you have entered a portal URL, do not check the box.

User name:

Password:

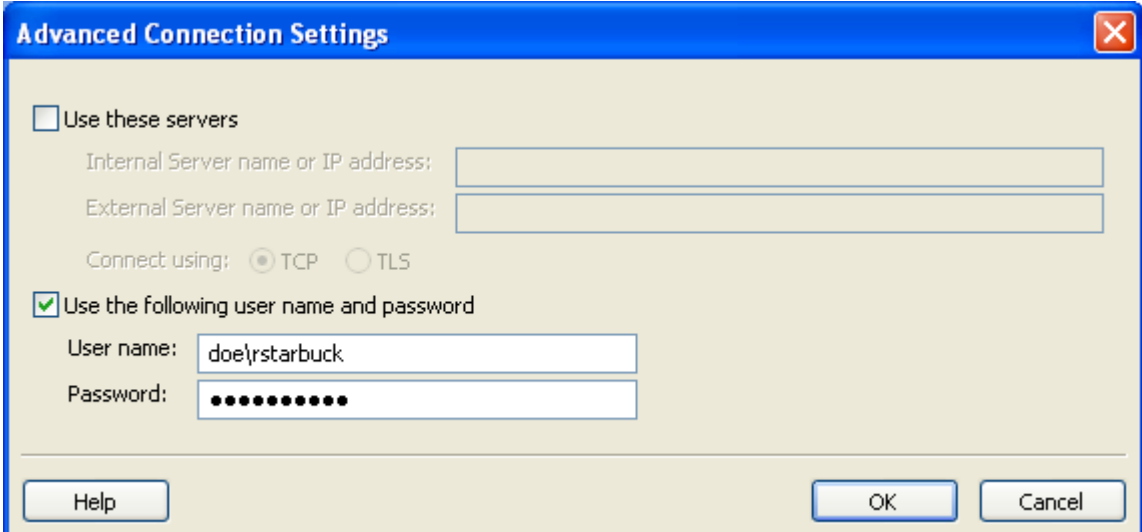
Test Connection... OK Cancel

Username

Enter the user name.

Enter the Password.

Click 'Ok'



The image shows a screenshot of a Windows-style dialog box titled "Advanced Connection Settings". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light beige. It contains two sections. The first section is titled "Use these servers" and is preceded by an unchecked checkbox. It includes two text input fields: "Internal Server name or IP address:" and "External Server name or IP address:". Below these is a "Connect using:" label with two radio buttons: "TCP" (which is selected) and "TLS". The second section is titled "Use the following user name and password" and is preceded by a checked checkbox. It includes two text input fields: "User name:" with the text "doe\jstarbuck" and "Password:" with masked characters (dots). At the bottom of the dialog, there are three buttons: "Help" on the left, and "OK" and "Cancel" on the right.

Advanced Connection Settings

☐ Use these servers

Internal Server name or IP address:

External Server name or IP address:

Connect using: ☒ TCP ☐ TLS

☒ Use the following user name and password

User name:

Password:

Help OK Cancel

Test Connection

Click the 'Test Connection' button.

User Accounts

Meet. Share. Work. - No matter where you are.
Enter your account information and start a Live Meeting today.
[Which account do I have?](#)

Office Communications Server

Sign-in name:

Live Meeting Service

URL:

☐ I enter a user name and password to access my account
Note: If you have entered a portal URL, do not check the box.

User name:

Password:

Successful Login

In the confirmation dialog box, click 'OK'.

Configuration is complete.

